

# Art and Craft Vendors

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### ART and CRAFT VENDOR REGULATIONS and APPLICATION

*The Art and Craft Vendor deadline has been extended to May 23, 2008.*

#### **ACCEPTED CATEGORIES**

- All art and craft items must be **hand crafted** or **hand painted** by the vendor or their designated representative.
- No items prepared from a kit or purchased from another party are to be exhibited or sold.
- No imports or manufactured items, wholesalers, flea markets or jobbers will be allowed.
- FreedomFest reserves the right to ask vendors to remove any items determined unsuitable from displays.
- Any item not described in the following list of acceptable items must be first approved by the City of Alcoa FreedomFest arts and crafts coordinator.

Acceptable items include apparel, baskets, calligraphy, ceramics, dolls/accessories, fabric/needlework, floral, gourmet food\*, glass, jewelry, leather, paintings/drawings, photography, pottery/clay, soft-sculpture, wood/decorated, wood/furniture, wood/toys.

\* Note: "Gourmet food" consists of herbs, dressings, dips, honeys, nuts, etc. No home baked goods.

#### **SALES**

- The City of Alcoa does require that you limit your sales to the product(s) approved on your application. NO EXCEPTIONS! If you attempt to sell an item not listed on your application, you will be asked to stop or leave.
- Vendors shall be solely responsible for paying all sales taxes due the State of Tennessee and securing all licenses and permits.
- Art and craft items may be sold only from the assigned vending booth site.

- Due to anticipated vehicular and pedestrian traffic in the area, all vendors must be checked-in and equipment on site no later than 12:00 p.m. (noon).
- **All sales may begin at completion of setup, and must end and lighting turned off no later than 9:00 p.m.**

#### **SAFETY**

- Vendors must abide by all applicable regulations, fire rules and sanitation laws including Blount County Health Department Guidelines and City of Alcoa Code Enforcement Guidelines.
- **LP GAS/PROPANE TANKS** – Each vendor using LP Gas/Propane tank(s) must pass inspection by the City of Alcoa Fire Inspector. Inspections will take place on June 28, 2008 from 12:00 p.m. – 1:00 p.m. Maximum size for cylinder shall be 125 lbs. A maximum of two cylinders per site will be allowed. All cylinders shall be secured in the upright position to prevent accidental tipping and shall be protected from vehicular traffic.
- The Fire Inspector will inspect all booths - Fire extinguishers are required if the following conditions exist - In all booths where cooking operations are performed, fire extinguishers of the appropriate type and size shall be made available for use in the event of fire. All fire extinguishers must be a minimum of 2-A:10-B:C 5 LBS. All fire extinguishers shall be tagged and certified by a state licensed fire protection company and shall be in current compliance.

#### **ELECTRICITY – THERE IS NO ELECTRICITY AVAILABLE IN THE ART AND CRAFT AREA.**

#### **TRASH**

- Trash receptacles will be provided. Trash must be bagged and all vendors are required to supply their own garbage bags. All vendors will be responsible for site clean up and removal of surplus products, equipment, boxes, pallets, etc. NOTE: Failure to remove equipment/trash by the time required will result in impoundment and/or disposal by the City of Alcoa. Vendor will be imposed a \$500.00 penalty and will not be considered for future events.

#### **BOOTHS AND FEES:**

- The art and craft area will be located in Springbrook Park between Springbrook Road and Darwin Street. Hours of operation in the Springbrook Park area will be 1:00 p.m. until 8:30 p.m.
- Vendors with cart type of setup shall remain at the site assigned and may not move their cart to a different location.
- Only booth space is provided. Vendors must provide their own tents, tables and chairs.
- Vendors may set up booths between 9:00 a.m. – noon on Saturday, June 28, 2008 with all vehicles removed from the site by noon. Vendor parking is located nearby. Sales may begin upon the completion of setup and continue until 8:30 p.m.

#### **OPERATIONS MUST CEASE AT 9:00 P.M.**

***If you choose to leave the event area prior to the fireworks display, please use extreme caution due to heavy pedestrian traffic in the vicinity. Exit away from the event area without entering any barricaded areas.***

- All vehicles and equipment must be off-site by midnight.
- Vendors must contain all equipment, supplies, storage space and tent stakes and ropes within their assigned space.
- Nothing may be hung on or attached to trees, utility poles, street sign posts, etc.
- Booths must be of sound construction, free-standing, and must not obstruct others.
- Unloading and loading of your vehicles and vendor parking is along Springbrook Road. Do not pull your vehicle into the grass.
- Parking permits will be sent with your confirmation notice and must be visible. Due to limited space, all motor homes, travel trailers, and vehicles larger than a standard van will be prohibited.

- Do not ask FreedomFest to hold checks, fees are deposited upon receipt. All fees must be paid in advance in order to be considered for participation in FreedomFest 2008 and must be in the form of a check or money order.
- If you are not selected to participate, your booth fees will be refunded in full. If you are selected but decide not to participate, you must notify Tricia Tipton, Special Projects Coordinator, 223 Associates Blvd., Alcoa, TN 37701-1948 in writing no later than May 30, 2008. Refunds will be not be made after this date for any reason.
- Fees include: Vendor space, electricity, Blount County Vendor Fee.
- FreedomFest 2008 reserves the right to refuse any application and to withdraw acceptance of any application under which circumstances vendor's booth fees will be refunded in full by June 13, 2008. FreedomFest 2008 reserves the right to restrict or prohibit any activities determined by the FreedomFest staff to interfere with public access and/or event programming, or which will reflect poorly on the overall event.

#### **RAINOUT PROCEDURE:**

FreedomFest 2008 is a rain or shine event. Vendors should be prepared to continue in the case of light rain. In the case of heavy rain FreedomFest will consider electrical hazards, logistical requirements, vendors' needs, and the requirements of performing artists in making any decision about suspension or cancellation of any part or the entire event. No refunds will be made due to inclement weather, any other cause that is beyond the control of FreedomFest, or the vendors' decision not to participate.

[2008 FreedomFest Art & Crafts Application](#)

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